

6 FAM 1780

COLLECTION AND DISPOSAL OF CLASSIFIED WASTE MATERIAL

6 FAM 1781 GENERAL

(TL:GS-1031; 8-7-67)
(State Only)

- a. Employees are to familiarize themselves with security instructions regarding the disposal of classified material contained in 5 FAM 964.
- b. Burn bags **must not** contain objects such as binder clips, acco fasteners, bottles, string or twine, cleaning cloths, or similar items.

6 FAM 1782 MAIN STATE BUILDING

(TL:GS-1; 8-22-91)
(State Only)

A paper macerating machine for the destruction of classified waste material is in operation in the basement of the Main State building. Employees shall deposit all filled burn bags of classified or administratively controlled material to be destroyed in the centrally located chute at the intersection of corridors 4 and 5. One chute opening is located on each floor. Classified waste material may be deposited in the chutes from 9:00 a.m. to 12:00 p.m. Monday through Friday.

6 FAM 1783 SEPARATION OF MATERIAL FOR DESTRUCTION

(TL:GS-1122; 9-5-89)
(State Only)

Two types of paper bags for the destruction of classified waste are available in the GSA Store located in the Main State building. It is **imperative** that these bags be used for their **intended purpose**. Both types of bags should be deposited in the chutes for destruction as follows:

- (1) Type 1 - **BURN** printed in black letters on bag, is used for classified paper waste for destruction by macerator; and
- (2) Type 2 - **CLASSIFIED WASTE** printed in red letters on bag, is used for classified waste, such as ribbons, tapes, etc., for destruction by special process.

6 FAM 1784 STATE ANNEXES

(TL:GS-1122; 9-5-89)

(State Only)

Regularly scheduled collections of classified material which is to be destroyed are made by the General Services Division from designated collection points. Requests for information as to collection schedules and collecting points, applicable to specific buildings or areas, should be made by telephone to the General Services Division. Classified material which is to be disposed of is delivered to the designated collection points between 9:00 a.m. and 11:00 a.m. on collection days. Officers located in buildings for which regular collection schedules have not been established may arrange for special pickup of waste classified material whenever necessary by telephoning the General Services Division.

6 FAM 1785 THROUGH 1789 UNASSIGNED